



ACCOUNTING ADMINISTRATOR III

Departmental Promotional

EXAM ID: 6ED44

Department(s):	Department of Education
Bulletin Release Date:	May 11, 2016
Final Filing Date:	May 25, 2016 June 1, 2016
Salary:	MONTHLY-RANGED-SALARY \$7,088.00 to \$8,048.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	SPOT
Location(s):	Sacramento County

INTRODUCTION

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EEO

The California Department of Education strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth,

breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for the Department of Education.

Applicants must have a permanent civil service appointment with the Department of Education as of the final filing date in order to participate in the examination; or

Applicants must have been employed with the Department of Education within the last three years, without a break in State civil service; or

Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

To apply for this examination, you must submit a complete application package. The following documents comprise a complete application package.

- Completed Employment Application (STD. 678)
- Evidence of completion of required education (i.e. copy of transcript, diploma etc.)

To obtain copies of the Employment Application, go to the California Department

of Education Exam Bulletin web page at:

<http://www.cde.ca.gov/re/di/jb/ssoexam.asp>

Application package submitted without these documents will be rejected.

FILE BY MAIL OR IN PERSON:

**California Department of Education
Selection Services Office
1430 N Street, Suite 1802
Sacramento, CA 95814-5901**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

This is the management level in the series with predominantly administrative responsibility. Positions at this level, under administrative direction, have charge of a large and complex accounting function which requires subordinate supervisors at the Accounting Administrator II level or direct an accounting program involving the development and administration of statewide accounting plans, policies, procedures, and standards. This level either: (1) performs as the Chief Accounting Officer in a large-complex or very large-standard accounting office; or (2) performs as a multisection manager in a very large- complex accounting office.

ELIGIBLE LIST INFORMATION

A Departmental Promotional spot eligible list will be established for the California Department of Education in Sacramento county. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination **by the final filing date**. Your signature on your application

indicates that you read, understand, and possess the minimum qualifications required.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

EITHER I

Experience: One year of experience in the California state service performing the duties of an Accounting Administrator II.

OR II

Experience: Two years of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor) at least one year of which shall have been in a supervisory assignment.

OR III

Experience: Broad and extensive experience (more than five years) of increasingly responsible professional accounting or auditing experience. For at least two years, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Administrator II.) (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **and**

Education: Either:

1. Equivalent to graduation from college, with specialization in accounting; **or**
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful

completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

EXAMINATION INFORMATION

This examination will consist of a Modified Qualification Appraisal Panel (QAP). Accepted candidates will participate in the **examination using a computer to type their responses**. The examination will consist of **patterned questions with set responses, *not* multiple choice questions**.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

1. Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) to ensure the financial integrity of the agency.
2. Comprehensive knowledge of governmental accounting principles and procedures to ensure integrity and compliance with control agencies' reporting requirements.
3. Knowledge of budgeting processes and procedures with respect to appropriations and authorities to ensure integrity and compliance with control agencies' reporting requirements.
4. Knowledge of legislation, statutes, government codes, and regulations relating to accounting principles.
5. Comprehensive knowledge of sound business management practices, including hiring, training, and communication to ensure compliance with policy and procedures.
6. Comprehensive knowledge of the functions of the control agencies and their inter-relationship with the Department's financial organization to effectively provide guidance to various stakeholders.
7. Comprehensive knowledge of principles and techniques of personnel management and supervision to provide effective leadership within the Accounting Office.
8. Comprehensive knowledge of techniques for planning, organizing, and directing the work of others to efficiently accomplish the goals and objectives of the Accounting Office.
9. Comprehensive knowledge of internal and external fiscal audit methodologies, internal control structures, and fiscal accountability to ensure compliance with policy, procedures, rules and regulations.
10. Comprehensive knowledge of methods and techniques of automated accounting systems, including use of applicable software package and equipment to effectively communicate with stakeholders.

11. Knowledge of supervisory principles, practices, and techniques to plan, oversee, and direct the work activities of employees.
12. Knowledge of current management and leadership theories, techniques, and applications to ensure that strategies employed in the supervision and oversight of the Accounting Office operations are effective and appropriate.
13. Knowledge of personnel procedures to ensure that personnel actions are in compliance with Departmental procedures and policies, as well as state and federal laws and regulations as mandated by CalHR and SPB.
14. Knowledge of the Department's Equal Employment Opportunity (EEO) objectives as related to Accounting Office to provide a positive working environment.
15. Knowledge of a manager's role in the EEO program and the process available to meet the EEO objectives.

Skills:

1. Skill to plan, direct, and implement accounting principles and procedures to provide effective leadership.
2. Skill to plan, organize and direct the work of Accounting Office managers to accomplish the mission of the Department.
3. Skill to plan for the implementation of regulations and legislative requirements to minimize the impact of such requirements on established business practices and to ensure program compliance.
4. Skill to oversee implementation of policies and procedures designed to ensure the effective operation of the Accounting Office.
5. Skill to analyze situations accurately and devise an effective course of action in order to provide resolution or recommendations to executive management and stakeholders.
6. Skill to analyze and evaluate the impact and effectiveness of programs, procedures, business processes, and/or policies.
7. Skill to consult with and advise executive management and other Departmental personnel on a variety of accounting and budgeting processes and procedures in accordance with Departmental goals, objectives, and operating procedures.
8. Skill to communicate effectively, verbally and in writing to executive management, control agencies and stakeholders to clarify issues and provide recommendations.
9. Skill to conduct hiring interviews for employment and/or promotion to ensure that those selected candidates possess the required qualifications.

Abilities:

1. Ability to analyze data and draw sound conclusions in order to provide recommendations to executive management and other stakeholders.

2. Ability to lead in the preparation of clear, complete, and concise reports for fiscal related decisions and/or recommendations.
3. Ability to make sound decisions and recommendations in regards to the professional accounting (fiscal) issues in order to maintain control of a departmental budget.
4. Ability to make sound decisions and recommendations in regards to accounting issues and budgetary controls.
5. Ability to establish and maintain cooperative relations with peers and executive management.
6. Ability to prepare reconciliations to ensure the integrity of fiscal data.
7. Ability to use processing software (e.g. Microsoft Word, Excel, etc.) to prepare correspondence and other documents.
8. Ability to use tact and diplomacy when dealing with the needs, problems, and concerns of other departmental staff, outside agency personnel, and the public.
9. Ability to proofread and edit written materials (e.g., memoranda, letters, reports, procedures, preliminary orders) to ensure that prepared materials accurately and clearly present information.
10. Ability to apply accounting principles and procedures to work assignments meeting the legal requirements of interpreting financial rules and regulations.
11. Ability to create clear and accurate written instructions and directions for individuals with various levels of technical expertise to ensure information is clearly understood.
12. Ability to analyze numerical and accounting data and draw sound conclusions to make recommendations which best benefit the Department.
13. Ability to act independently in fulfilling the program's objectives.
14. Ability to manage a workload consisting of multiple projects and assignments to meet various deadlines.
15. Ability to analyze situations and adopt an effective course of action to make decisions or recommendations.
16. Ability to listen to others facilitating an open exchange of ideas that provide for effective two-way communication.
17. Ability to interpret and explain fiscal policies, procedures, rules and regulations to employees, stakeholders, and the public.
18. Ability to provide formal or informal training to staff.
19. Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
20. Ability to handle sensitive issues with diplomacy and tact.

VETERANS' PREFERENCE

Veterans' Preference will not be granted in this examination since it does not qualify as an entrance examination under the law. (See "General Information" on this bulletin for information regarding Veterans' Preference.)

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

SELECTION PLAN

It is anticipated that the examination will be given in June/July 2016.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond.

ADDITIONAL DESIRABLE QUALIFICATIONS

Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at 916-319-0857.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<https://www.jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>

GENERAL INFORMATION

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled

upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at <https://www.jobs.ca.gov/pdf/std678.pdf> California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Education reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or <http://www.spb.ca.gov/laws/laws.aspx>

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes Section 18973.1, and 18973.5, Veterans' Preference will

be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) verifies veteran status. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CALHR Form 1093), which is available at: <https://www.jobs.ca.gov/pdf/spb1093.pdf> Information is also available at the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Education, Selection Services Office, 1430 N Street, Suite 1802 Sacramento, CA 95814. Voice 916-319-0857, California Relay Service: Voice 1-800-735-2922 or TTY 1-800-735-2929.